

Job Title:	Business Analyst I (PIE)
Job Description Number:	1110
Department/Division:	Public Information & Events/Public Information
Exemption Status:	Non-Exempt
Pay Grade:	211
Immediate Supervisor:	Director of Public Information & Events
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Provide all accounting support functions for the Department of Public Information & Events. Perform department's Accounts Payable and Accounts Receivable functions. Maintain all department accounts in the financial management system and track revenues and expenditures to prepare quarterly reports. Prepare department revenue and general fund budgets. Prepare budget amendments as necessary. Reconcile daily payments for events, and Greenville store. Review expenses versus budget and report on the variances. Assist with the administering of Saturday Market grants. Administer petty cash. Issue invoices to the appropriate event holder for reimbursement of City services. Process time sheets and prepare payroll for department. Coordinate City's wristband program by distributing and receiving payment for wristbands. Act as back-up for Greenville Cares customer service representative when necessary. Provide administrative support to the Department of Public Information and Events. Supply information, maintain files. Conduct various research projects as needed by Department Director. Receive and distribute the mail. File and maintain personnel files. Interact efficiently with department directors, co-workers, visitors (by phone and in person). Contact with various business groups and various organizations.

Essential Functions:

Collecting and Analyzing Financial Data (45%): Provide all accounting functions support for the Department of Public Information & Events to include paying department invoices through OMB/HTE as required. Maintains all department accounts in the financial management system and tracks revenues and expenditures to prepare quarterly reports. Assist with the development of the annual department budget by preparing the expenditure and revenue accounts for review of the Department Director. Provide administrative support for all department account functions to include collecting and analyzing financial data. Responsible for the accurate accounting of annual expenditures. Prepare bank/city forms, deposit revenue and reconcile. Maintain accurate records of the grant program. Assist in submitting completed reimbursement report at the completion of grants. Prepare payroll for and disburse checks for department employees. Administer petty cash and reconcile. Maintain a filing system for all necessary records. Produce financial charts and graphs to display expenditures and revenues, event information, etc. Issues invoices to the appropriate event organizers. Communicate with other City departments (Police, Solid Waste, Grounds, etc.) to determine charges for event reimbursements. Prepare and submit invoices for various event reimbursements. Follow and report status of delinquent payments. Perform collection actions including contacting vendor by phone or email for payment. Post and process payments.

Cash Handling Management (30%): Serve as secondary to Special Event Finance Coordinator for management and reconciliation of event finances. Prepare all required documentation to manage finance during events and reconcile proceeds after the conclusion of events. Coordinate on-site financial services during events. Serve as on-site point of contact for event vendors. Supervise finance volunteers. Oversee wristband program to include maintaining inventory of wristbands, distributing wristbands to restaurants and event organizers for events and receipt of payments. Manage the Greenville Store by researching and ordering Greenville Store products, invoicing various departments for purchases and maintaining inventory and displaying merchandise.

General Administrative Support (10%): Provide general support by researching policies and typing reports. Make copies for distribution. Schedule and coordinate meetings for the Director. Manage departmental files, order supplies as needed and manage office equipment needs (paper, etc.) Respond to web inquiries. Maintain supplies to keep office operational. Conduct various internet research projects.

Public Property Ordinance Administration (10%): Process all Central Business District sidewalk encroachment applications and payments; coordinate with other City departments. Send out renewals and updated encroachments throughout the year. Conduct weekly inspections of the Central Business District encroachment areas to ensure compliance with ordinance, rules and regulations.

Other Duties (5%): Act as back-up for Greenville Cares customer service representative when necessary. Get paper from building maintenance (basement). Change toners in the printer and keep printers and fax machines stocked with paper. Obtain signatures from other departments. Attend meetings with the Director. Relieve other administrative staff in the department of minor administrative and business details. Greet and transfer the general public to the correct department (Special Events, Parks and Rec or other).

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Physical Demands: Continuously requires fine dexterity, handling, and using vision. Frequently requires walking, sitting, reaching, crouching, using hearing, twisting, and talking. Occasionally requires lifting, carrying, kneeling, pushing/pulling, and bending. Rarely requires standing and balancing.

Machines, Tools, Equipment, and Work Aids: Printer, fax machine, calculator and cash register.

Computer Equipment and Software: Computer (MS Office including Word, Excel, Powerpoint, Outlook, GIS-Map, related software, copier, fax machine, telephone, and calculator.

Working Conditions

Overall Working Conditions: Good: Relatively free from unpleasant environmental conditions or hazards

Environmental Factors: Seasonal exposure to extreme temperatures.

Health and Safety: None.

Primary Work Location: Office Environment. May be assigned to work at any of the City special events.

Protective Equipment Required: None.

Non-Physical Demands

Frequently requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Rarely requires emergency situations, irregular schedule/overtime, and noisy/distracting environment.

Job Requirements

Formal Education: Two year Associate's degree or equivalent in Accounting or Financial Management, Business Management is required.

Experience: Over two years of experience in Accounting, bookkeeping or general business management or a related field is required.

Driver's License Required: None.

Certifications and Other Requirements: None.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include downtown restaurants, event organizers, vendors, and the general public. Internal contacts include Finance.

Management and Supervision: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.